

## **JOB DESCRIPTION**

**JOB TITLE:** Health Education Coordinator

**GRADE:** 19

**JOB CODE:** 2801

**DATE:** 02/22/96

**GENERAL FUNCTION:** Under the direction of the Public Health Director or other appropriate supervisor, provides at least 50% of the time in coordinating and supervising professional health education staff in planning and implementing a health education program for a local health department. The remaining time would be spent in performing those duties and responsibilities which are similar to those of a senior health educator.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Supervises a staff of health educators for a local health department in providing a comprehensive health education program.

Observes staff conducting programs, monitors appropriate reports and surveys for effectiveness of health education staff.

Evaluates performance of employees assigned to the unit.

Implements a comprehensive public health education program.

Coordinates the identification and assessment of health education needs and the resources available. Develops goals, objectives and program guidelines necessary for effective implementation of the health education needs of the target population.

Evaluates program effectiveness and develops plans for increasing effectiveness in the future.

Provides consultation and assistance in the selection, development, utilization and evaluation of health education curriculum and materials to community organizations, local professional groups, public and private schools, and various agencies.

Establishes working relationships with school system personnel to promote the development of health curricula; teaches appropriate aspects of health education in school and clinic settings;

Exchanges information with various organizations and agencies concerning the health needs of the community, informally or through presentations and speeches in order to inform, educate and motivate individuals in accordance with program needs and objectives; arranges for resource personnel as necessary.

**JOB TITLE:** Health Education Coordinator (cont'd)

**JOB CODE:** 2801

Disseminates and/or supervises the dissemination of health information to the public relative to the health education program(s); develops and maintains working contacts with radio, television and newspaper personnel; prepares articles for local newspapers and radio public announcements; prepares exhibit materials for special projects; assembles visual aids, printed materials and art materials; writes scripts; takes photographs; prepares materials for health education tape/slide presentation

Assesses the in-service education needs of health department staff. Develops and provides in-service education to staff.

Reviews technical literature and attends meetings and training sessions to keep abreast of scientific, educational and medical developments in health education that may enhance the effectiveness of health education methodology and strategy.

**SUPERVISION RECEIVED:** General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** Supervises health educators and other support staff assigned

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of data collection and evaluation technique appropriate to the identification and definition of health education program needs and effectiveness; of educational program development as it relates to the preparation of health education displays, lectures, written material, and classroom programs; of the availability and accessibility of community and public health resources; of oral and written communication techniques.

Good knowledge of the organization and functions of official and voluntary health agencies; of the basic concepts of physical and mental health; of audio-visual production techniques; of the effect of biology, lifestyle, environment and personal health care delivery system on health status; of the procedures for developing and preparing news releases, feature stories, and/or scripts.

Considerable skill in the preparation and use of educational literature and audio-visual aids; in making oral presentations of instructional programs; in communicating effectively with the professional staff of other disciplines (especially health care delivery) and with the general public.

**JOB TITLE:** Health Education Coordinator (cont'd)

**JOB CODE:** 2801

Considerable ability to assess and evaluate the needs and subsequent effectiveness of a health education program; to plan and implement appropriate health education changes, improvements and/or new health education program; to disseminate and interpret to the community timely information on health status, health prevention, health maintenance, and entrance into the health care delivery system; to develop effective professional

Working relationships with school system personnel, community organizations, media personnel, etc.; to organize and coordinate events and activities.

Working ability to supervise, coordinate, and/or provide consultation to less experienced educators.

**Minimum Education, Training, and Experience Requirements:** Masters degree from a college or university with major course work in health education or community health and one (1) year of experience in public health education;

or

Bachelors degree from a college or university in health education, community health, the social or behavioral sciences or nursing; or a teaching certificate in elementary or secondary education and three (3) years of experience in public health education.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description**

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Health Educator      **GRADE:** 17

**JOB CODE:** 2803      **DATE:** 02/22/96

**GENERAL FUNCTION:** Under direction performs work of considerable difficulty in planning and implementing a comprehensive public health education program and gathering and monitoring data necessary for planning and implementing health education programs, assisting in the evaluation of health education program and preparing written reports of findings. planning and coordinating a comprehensive (all programs) health education program for a local health department.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Plans and implements a comprehensive public health education program or a specialized public health education program with supervisory responsibilities for less senior educators. May provide consultation and assistance to educators in a specialized public health education program at the state level. Coordinates the identification and assessment of the county, district or community health needs and the resources available. Develops goals, objectives and program guidelines necessary for effective implementation of the health education needs of the target population. Evaluates program effectiveness and develops plans for increasing effectiveness in the future.

Provides consultation and assistance in the selection, development, utilization and evaluation of health education curriculum and materials to community organizations, local professional groups, public and private schools, and various agencies or to district and county personnel who are involved in health education training; establishes working relationships with school system personnel to promote the development of health curricula; teaches appropriate aspects of health education in school and clinic settings; exchanges information with various organizations and agencies concerning the health needs of the county, district, community informally or through presentations and speeches in order to inform, educate and motivate individuals in accordance with program needs and objectives; arranges for resource personnel as necessary.

Disseminates and/or supervises the dissemination of health information to the public relative to the health education program(s); develops and maintains working contacts with radio, television and newspaper personnel; prepares articles for local newspapers and radio public announcements; prepares exhibit materials for special projects; assembles visual aids, printed materials and art materials; writes scripts; takes photographs; prepares materials for health education tape/slide presentation.

**JOB TITLE:** Senior Health Educator (continued)

**JOB CODE:** 2803

Compiles statistical information for health program needs and interprets the health education implication for various programs.

Assesses the in-service education needs of health department staff. Develops and provides in-service education to staff, teachers, volunteers, and other community groups.

Reviews technical literature and attends meetings and training sessions to keep abreast of scientific, educational and medical developments in health education that may enhance the effectiveness of state, district, or county public health education methodology and strategy.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of relative autonomy and general review; supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May serve as a working supervisor or lead person for health education and/or supportive staff.

## **JOB SPECIFICATIONS:**

### **Knowledge and Abilities:**

Considerable knowledge of data collection and evaluation technique appropriate to the identification and definition of health education program needs and effectiveness; of educational program development as it relates to the preparation of health education displays, lectures, written material, and classroom programs; of the availability and accessibility of community and public health resources; of oral and written communication techniques.

Good knowledge of the organization and functions of official and voluntary health agencies; of the basic concepts of physical and mental health; of audio-visual production techniques; of the effect of biology, lifestyle, environment and personal health care.

Delivery system on health status; of the procedures for developing and preparing news releases, feature stories, and/or scripts.

Considerable skill in the preparation and use of educational literature and audio-visual aids; in making oral presentations of instructional programs; in communicating effectively with the professional staff of other disciplines (especially health care delivery) and with the general public.

Considerable ability to assess and evaluate the needs and subsequent effectiveness of a health

**JOB TITLE:** Senior Health Educator (continued)

**JOB CODE:** 2803

education program; to plan and implement appropriate health education changes, improvements

and/or new health education program; to disseminate and interpret to the community timely information on health status, health prevention, health maintenance, and entrance into the health care delivery system; to develop effective professional working relationships with school system personnel, community organizations, media personnel, etc.; to organize and coordinate events and activities

Working ability to supervise, coordinate, and/or provide consultation to less experienced educators.

**Minimum Education, Training, and Experience Requirement:** Masters degree from a college or university with major course work in health education or community health;

or

Bachelors degree from a college or university in health education, community health, the social or behavioral sciences or nursing; or a teaching certificate in elementary or secondary education and one (1) year of experience in public health education.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **JOB DESCRIPTION**

**JOB TITLE:** Health Educator

**GRADE:** 14

**JOB CODE:** 2805

**DATE:** 02/22/96

**GENERAL FUNCTION:** Under general supervision performs work of moderate difficulty planning, implementing and conducting public health education program(s) for the local health department.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Plans and implements public health education program(s). Identifies and evaluates the community health needs and the resources available. Develops goals, objectives and program guidelines necessary for effective implementation of the health education needs of the target population. Evaluates program effectiveness and develops plans for increasing effectiveness in the future.

Provides consultation and assistance in the selection, development, utilization and evaluation of health education curriculum and materials to community organizations, local professional groups, public and private schools, and various agencies who are involved in the specialized area of health training;

Establishes working relationships with school system personnel to promote the development of health curricula;

Teaches appropriate aspects of health education in school and clinic settings; exchanges information with various organizations and agencies concerning the health needs of the county, district, or community, informally or through presentations and speeches in order to inform, educate and motivate individuals in accordance with program needs and objectives; arranges for resource personnel as necessary.

Disseminates health information to the public relative to the specialized program to which assigned.

Develops and maintains working contacts with radio, television and newspaper personnel; prepares articles for local newspapers and radio public announcements; prepares exhibit materials for special projects; assembles visual aids, printed materials and art materials; writes scripts; takes photographs; prepares materials for health education tape/slide presentations.

Compiles statistical information for health program needs and interprets the health education implication for various programs.

**JOB TITLE:** Health Educator (continued)

**JOB CODE:** 2805

Assesses the in-service education needs of physical health and health department staff. Develops and provides in-service education to staff, teachers, volunteers, and other community groups.

Reviews technical literature and attends meetings and training sessions to keep abreast of scientific, educational and medical developments in health education that may enhance the effectiveness of state, district, or county public health education methodology and strategy.

**SUPERVISION RECEIVED:** With alternating periods of relative autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** No supervisory responsibility required.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Good knowledge of data collection and evaluation techniques appropriate to the identification and definition of health education program needs and effectiveness; of educational program development, as it relates to the preparation of health education displays, lectures, written material, and classroom programs; of the organization and functions of official and voluntary health agencies; of the basic concepts of physical and mental health; of the availability and accessibility of community and public health resources; of the role of health workers of various disciplines; or oral and written communication techniques; of audio-visual production technique; of the effect of biology, lifestyle, environment and personal health care delivery system on health status; of the procedures for developing and preparing news releases, feature stories, and/or scripts.

Working skill in the preparation and use of educational literature and audio-visual aids; in making oral presentations of instructional programs; in communicating effectively with the professional staff of other disciplines (especially health care delivery) and with the general public.

Working ability to assess and evaluate the needs and subsequent effectiveness of a health education program; to plan and implement appropriate health education change, improvements and/or new health education programs; to disseminate and interpret to the community timely information on health status, health prevention, health maintenance, and entrance into the health care delivery system; to develop effective professional working relationships with school system personnel, community organizations, media personnel, etc.; to organize and coordinate events and activities.

**JOB TITLE:** Health Educator (continued)

**JOB CODE:** 2805

**Minimum Education, Training and Experience Requirements:** Bachelors degree for a college or university in health education, community health, the social or behavioral sciences or nursing; or a teaching certificate in elementary or secondary education.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Health Education Director

**GRADE:** 22

**JOB CODE:** 2806

**DATE:** 02/22/96

**GENERAL FUNCTION:** Under the direction of the Director of the local health department plans, coordinates and directs professional, technical and clerical staff in providing a comprehensive health education program for a large local health department or multi county area. The incumbent would spend at least 90 percent of time directing a comprehensive health education program

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Plans a comprehensive health education program.

Makes policy decisions subject to administrative approval.

Initiates plans for health education programs for the local health department.

Gives guidance to all employees.

Supervises a staff of health educators for a local health department in providing a comprehensive health education program.

Observes staff conducting programs, monitors appropriate reports and surveys for effectiveness of health education staff.

Coordinates the identification and assessment of health education needs and the resources available. Develops goals, objectives and program guidelines necessary for effective implementation of the health education needs of the target population.

Establishes working relationships with school system personnel to promote the development of health curricula; teaches appropriate aspects of health education in school and clinic settings; exchanges information with various organizations and agencies concerning the health needs of the community, informally or through presentations and speeches in order to inform, educate and motivate individuals in accordance with program needs and objectives; arranges for resource personnel as necessary.

Disseminates and/or supervises the dissemination of health information to the public relative to the health education program(s); develops and maintains working contacts

**JOB TITLE:** Health Education Director (continued)

**JOB CODE:** 2806

with radio, television and newspaper personnel; prepares articles for local newspapers and radio public announcements; prepares exhibit materials for special projects; assembles visual aids, printed materials and art materials; writes scripts; takes photographs; prepares materials for health education tape/slide presentation

Assesses the in-service education needs of health department staff. Develops and provides in-service education to staff.

Reviews technical literature and attends meetings and training sessions to keep abreast of scientific, educational and medical developments in health education that may enhance the effectiveness of health education methodology and strategy.

**SUPERVISION RECEIVED:** Policy direction only; incumbent sets virtually all objectives.

**SUPERVISION EXERCISED:** Supervises a professional staff of health educators and other supportive staff as well as other professional staff.

#### **JOB SPECIFICATIONS:**

##### **Knowledge and Abilities:**

Considerable knowledge of public health and the principles and practices of public health education, including mass media techniques and group dynamics.

Extensive knowledge of modern principles of educational psychology, sociology and communications.

Considerable knowledge of training principles and supervisory techniques.

Ability to express ideas clearly, concisely and convincingly.

Ability to plan, organize, assign, supervise and evaluate the work of subordinates.

**Minimum Education, Training, and Experience Requirements:** Masters degree from a college or university with major course work in health education or community health and two (2) years of experience in public health education (one in coordinating or supervising activities in a public health education program)

or

**JOB TITLE:** Health Education Director (continued)

**JOB CODE:** 2806

Bachelors degree from a college or university in health education, community health, the social or behavioral sciences or nursing; or a teaching certificate in elementary or secondary education and four (4) years of experience in public health education (two (2) of which shall have been coordinating or supervising activities in a public health education program).

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